

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 70-1-8

3 August 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Use of CIA Letterhead Stationery and Franked Envelopes

RESCISSION: OPM 70-1-6, dated 22 March 1976

To ensure that CIA letterhead stationery and franked envelopes are used only when appropriate, the policy listed below, which is currently in force in the Office of Personnel, will continue to be followed:

(1) Employees who are concerned with the preparation and release of external correspondence will ensure that adequate controls are maintained when using CIA letterhead stationery and franked envelopes. When official needs indicate that such stationery and envelopes are appropriate, they may be used. Generally, the use will be restricted to correspondence mailed between points within the 50 United States and the District of Columbia. Certain correspondence mailed via APO and FPO designations and to Puerto Rico may be prepared on CIA letterhead stationery, but all correspondence with these addresses shall be mailed in envelopes showing the return address, "Office of Personnel, P.O. Box 1925, Washington, D.C. 20013" -- CIA FRANKED ENVELOPES ARE NOT TO BE USED FOR OVERSEAS MAIL.

(2) The Deputy Director of the OP directorate originating the correspondence is responsible for adherence to the general policy cited above, and for establishing any other criteria applicable to the activities of that directorate.

(3) Any correspondence which deviates from either the established policy or the criteria approved by a Deputy Director must be released personally by the Division Chief concerned after consultation with the appropriate Deputy Director.

(4) The officers who may release correspondence from the Office of the Director of Personnel are the Director and Deputy Director of Personnel, the Executive Assistant, and the Chief, Special Activities Staff.

[Redacted Signature]

/ James N. Glerum
Director of Personnel

OPM 19-82

STAT